

# INSTRUCTIONS FOR IFTA INTERNET QUARTERLY REPORT

**GO TO INTERNET SITE** – [www.arkansas.gov/motorfuel](http://www.arkansas.gov/motorfuel)

**Under IFTA Reporting Forms Choose Online IFTA Report Generator**

## STEP 1 – IFTA Account Information

**Arkansas ID Number** – your 5 digit number that begins with either a 5 or 6  
**IFTA License Number** – your Federal Identification No. or Social Security No. from your current IFTA License.  
**Business Information** – your company name and address  
**Reporting Period** – you will choose the correct reporting quarter.

You are also allowed on this screen to indicate if you have an **Address Change**, desire to **Cancel License** or indicate that you are filing an **Amended Report**.

## STEP 2 – Fuel Type Selection

**Option 1** – You will choose the type of fuel that your IFTA vehicles use. You may choose more than one type of fuel.  
**Option 2** – Check here if your IFTA vehicles did not operate any during the quarter.

## STEP 3 – Jurisdiction Selection

Click on the box by each state where your IFTA vehicles traveled during this quarter. You will be requested to complete Step 3 for each fuel type you selected in Step 2.

## Step 4 – Confirm Jurisdictions

This screen allows you to verify the Jurisdictions you have chosen are correct.

## Step 5 – Enter Total Miles/Gallons by Jurisdiction by Fuel Type

You will need to enter the **Total Miles**, **Taxable Miles** and **Tax-Paid Gallons** for each IFTA jurisdiction and any Non-IFTA jurisdiction. Total Mile and Taxable Miles will be the same unless a particular jurisdiction has exempt miles. All miles and gallons must be entered as whole numbers.

## Step 6 – Confirm Fuel Tax Computation by Fuel Type

This screen allows you to verify that the information you entered is correct. It will look the same as your schedule A on the IFTA paper tax report.

## Step 7 – IFTA Tax Return Balance

**Line 10** shows if you have a Tax Due or Credit for the quarter.

**Line 11** will indicate if you have a late filing penalty. The system reads your computer date and will assess penalty if after the due date.

**Line 12** is for you to enter any credit that you have from previous quarters.

**Line 13** will show the tax amount that you have due for the quarter.

**Line 14** will show the amount of credit or refund that you have for the quarter. Credits will automatically carry forward to the next quarter unless you check the refund circle.

## IFTA Quarterly Confirmation

This screen will allow you to check and verify that all the information is correct.

If all information is correct, you will need to click on the Print IFTA Tax Report box at the bottom of the screen.

This will take you to a printable PDF Document that looks like the paper Quarterly IFTA Tax Report. You will see a pop up box that will ask if you would like to open or save the file. **Always mark the open file and continue.** You will need to print a copy to submit to the Motor Fuel Tax Section and a copy for your records.